

11 December 1975

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-35

SUBJECT : Procedure for Processing Quality Step Increase
Recommendations for Staff and Contract Personnel

REFERENCE :

RESCISSION: OPM 20-31-33, dated 27 June 1974

1. The referenced Regulation outlines the basic criteria and procedures to be followed in recommending quality step increases for employees whose high quality performance is deemed to warrant recognition. These criteria apply equally to staff and contract employees, but the procedure for processing the recommendations differ. The authority to approve quality step increases for staff and contract personnel rests with the Director of Personnel.

2. Effective 1 December 1975 the following procedures will apply:

a. STAFF PERSONNEL. The QSI recommendation will be addressed to the Director of Personnel, but will be mailed to the Transactions and Records Branch, 5 E-13, Headquarters. Only the original memorandum, containing an approval line for the Director of Personnel, is needed by OP. After attaching the Official Personnel Folder, TRB will forward the memorandum to the Staff Personnel Division for review and approval. Following approval, TRB will prepare a Notification of Pay Change and forward it to the component originating the recommendation.

b. CONTRACT PERSONNEL. The QSI recommendation will be addressed to the Director of Personnel but will be mailed to the Contract Personnel Division, 5 E-67, Headquarters. Only the original memorandum, containing an approval line for the Director of Personnel, is needed by OP. After attaching the Contract Employee File, CPD will forward the memorandum to SPD for review and approval. Following approval, CPD will prepare appropriate contract amendments and forward copies to the originating component.

3. The quality step increase for staff and contract personnel will be effective at the beginning of the first biweekly pay period after the date of approval.

F. W. M. Janney
Director of Personnel

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